

SECRET  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140034-5  
REPORTS INVENTORY

DDS/OTR ☐ 5 25X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

OTR Schedule of Courses for Calendar Year

2. TYPE OF REPORT  
☐ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA  
☐ PERSONNEL ☒ TRAINING  
☐ LOGISTICS ☐ SECURITY  
☐ MEDICAL ☐ FINANCE  
ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED 16  
5. FREQUENCY (weekly, monthly, quarterly, etc.) Semiannually  
6. DISTRIBUTION (No. of components not number of copies) 2

7. FORMAT (memorandum, form computer print-out, etc.) Memorandum  
8. ADP PROCESSING  
☐ YES ☒ NO IF YES GIVE ADP PROCESSING NO.  
9. DIRECTIVE AUTHORITY REQUIRING REPORT  
ISS/Training and OTR 25-1

10. PREPARING COMPONENT (include lowest level contributing information to report)  
OTG/☐ OTR  
Office of ☐

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  
None

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15s(2)	\$12.80		4		\$51.20		2		\$102.40
GS-14s(4)	11.00		4		44.00				88.00
GS-7	4.50		2		9.00				18.00
GS-8	4.90		1		4.90				9.80
									218.20

### B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR \$218.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This requirement levied on ☐ by memo from C/ISS/TR semi-annually

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			0	0 STAT
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTORY 30 Sept. 70  
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION  
18. EXTENSION